

# Personnel Hilites

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Winter Edition

2000

FIND IT  
ONLINE!  
See Page 20 for Details

## CENSUS 2000

It's coming - Counting America in 2000! April 1, 2000 is the official starting date of the 22nd decennial census. Planning efforts for this day, however, have been in progress since 1990. This is when the last census was conducted. This massive undertaking requires the mobilization of up to 800,000 temporary workers worldwide. Census workers will perform a variety of tasks - knocking on millions of doors, collating information from hundreds of millions of forms, and performing various administrative tasks. Most positions will not last beyond September 2000, and many will probably end before then. Also, there is no expectation that any of the census positions will become permanent appointments.



The Census Bureau has developed an extensive marketing campaign to encourage people to respond to their census questionnaires. Advertisements, promotional announcements, news articles, billboard signs, and prime-time television ads are just a few of the marketing and outreach activities being used to get people to return their census forms. The forms have been redesigned and are more readable. Some households will be able to use the short questionnaire version that will take about 10 minutes to complete. It's expected that hundreds of thousands of people won't return their forms, even with the Census Bureau's extensive marketing efforts. This action will generate the peak workload for the Census Bureau that begins spring 2000. Census workers

*Continued on Page 4*

## Quick Fix for Y2K Windows PC

No Joke, It Works!

If you're running Windows on your PC, this is a fix for one small Y2K problem. After running this quick little test, much to my surprise, I learned that my computer would have failed on 01-01-2000, due to a computer clock glitch. Fortunately, a quick fix is provided, should your computer fail the test.

THE TEST: Double click on *My Computer* - Double click on *Control Panel* - Double click on *Regional Settings* icon. Click on the *Date* tab at the top of the page. Where it says *Short Date Sample*, look and see if it shows a "two digit" year (mm/dd/yy). Of course, it does; that's the default setting for Windows 95, Windows 98, and NT. This date RIGHT HERE is the date that feeds application software, and it WILL NOT roll over in the year 2000. It will roll over to 00.

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THE FIRST SIMPLE FIX: Click on the button across from Short Date Style and select the option that shows mm/dd/yyyy. (Be sure your selection has four (y's) showing, not two.) IMPORTANT: Click on *Apply* and then on *OK* at the bottom. It's easy enough to fix; yet, every single installation of Windows worldwide is defaulted to fail Y2K rollover. How many people know about it? How many people know to change it? What will be the effect? Who knows? But, this is another example of the pervasiveness and systematic nature of the problem.

**Note:** This simple Y2K fix is one of many places to look for possible problems. Some software has a similar date structure xx/xx/xx and some BIOS chips are not set to operate correctly after the 2000 date rollover. If you have questions, check with a reputable computer specialist in your community for the answers.

(Prepared by Mr. John Downey, Assistant Director, Personnel Information Management Directorate, WHS, HRSC, 703/617-7113.)

## New Year's Resolution

Why not start the new millennium off with a visit to the *Project Outlook Career Assistance Center*. Need to get started on plans for retirement and have just been putting it off? Need to strategize on moving up? Haven't put a resume together in a while? Haven't been on an interview for years? If you answered "yes" to these questions, call *Project Outlook* at (703) 588-7880. Inquire about the network available to help and support you meet your career goals and needs.

*Project Outlook* is located in the Rosslyn Plaza North Building, 1777 N. Kent Street, Suite 5200. It's open from 7:30 a.m. to 4:30 p.m., Monday through Friday. Counselors offer one-on-one career counseling and monthly job search workshops that last for two days.

Don't delay! Let the *Project Outlook* staff assist you with your resume preparation, interviewing, salary negotiation, and much more!

## REMINDER!

Effective the first pay period of 2000 (January 2-15), the employee withholding rate, for all categories of the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS) coverage will increase. The rate of increase is .15%.

For most CSRS-covered employees, the withholding rate will increase to 7.40%. Most FERS-covered employees will be subject to withholdings of 1.20%. Employees covered by the CSRS Offset will have the same rate of withholding as FERS employees.

## Personnel Hilites

The spring edition of *Personnel Hilites* will be April 1, 2000. The deadline for submitting articles is March 10, 2000.

E-mail articles to:  
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## Christmas Poster Contest

On December 13, 1999, Mr. David O. Cooke hosted a reception for the 10 finalists of the John Tyler Elementary School Christmas Holiday Poster Contest. Students drew scenes reflecting the holiday theme *Christmas: Past, Present and Future*. Each of the finalists had their work on display in front of the cafeteria, at the end of corridor 2. Mr. Cooke presented each student with a certificate and a holiday gift bag that included an art set, a sketchpad, and colored pencils.

The following student artists displayed their talents: Donte Kelly, Deandre Canady, Lamont Gaines, Edward Crusoe, Tameka Gaines, Moises Castillo Diaz, and Antoinette Nolan. Each of these students received an honorable mention. Third place went to John Washington, and second place to Timothy Johnson. The winner was Brenton Horne, a 6th grader, at John Tyler.

“

*I stopped believing in  
Santa  
Claus when my mother  
took me  
To see him in a depart-  
ment store  
And he asked for my  
autograph.*

—Shirley Temple

”

## Inspirations for the New Year

- \* *Know the value of time; snatch, seize, and enjoy every moment of it.*  
—Lord Chesterfield
- \* *Don't put off for tomorrow what you can do today, because if you enjoy it today you can do it again tomorrow.* —James Michener
- \* *The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.* —Michelangelo
- \* *Kind words can be short and easy to speak, but their echoes are truly endless.* —Mother Teresa
- \* *Even if you are on the right track, you will get run over if you just sit there.* —Will Rogers
- \* *Anything less than a conscious commitment to the important is an unconscious commitment to the unimportant.*  
—Stephen Covey
- \* *You know more than you think you do.* —Dr. Benjamin Spock

### Office of the Secretary of Defense Washington Headquarters Services



## 15th Annual

**Dr. Martin Luther King, Jr.  
Breakfast**

Guest Speaker:

The Honorable Walter E. Fauntroy  
U.S. House of Representatives (Retired)

**Date: January 13, 2000, 7:00 a.m. To 8:00 a.m.  
Pentagon Dining Room (3C1063)**

**COST: \$8.25 cash only**

**For Tickets & Reservation Information call: (703) 588-0451**

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will conduct door-to-door interviews to follow up on those who didn't respond to their census questionnaires.

For the first time in history, an exemption has been given that allows current Federal employees to accept a secondary, temporary appointment with the Census Bureau. Federal employees,

civilian and military family members, and Federal civilian and military retirees are being targeted for these temporary positions and are encouraged to become a part of this history-making event. Active duty military, recipients of VSIP within the five-year limitation, law enforcement professionals, and other applicants whose primary employment may be perceived to be in conflict with the Census Bureau's legal mandate to maintain confidentiality, aren't eligible to be considered for these positions. Although DoD employees are encouraged to consider secondary Census Bureau employment, a census position, like any off-duty position, must be compatible with an individual's permanent DoD position and treated like any other outside employment with regard to

## United States Census 2000

*For the first time in history, an exemption has been given that allows current Federal employees to accept a secondary, temporary appointment with the Census Bureau.*

prior supervisory approval. The Census Bureau considers DoD employees to be excellent candidates for temporary census positions.

They are familiar with government operations and have completed background checks. The Census Bureau has asked for DoD's assistance in advertising these temporary employment opportunities and the Under Secretary of De-

fense (Personnel & Readiness) has committed the Department's support.

Applicants must take and pass a basic skills test and are subject to a background check. Those accepting temporary positions will be paid to attend a two and one-half day

training session and asked to work 20 or more hours per week (evenings and weekends) for 4 to 6 weeks beginning in April 2000. Salaries vary according to locality, but range from \$8.25 to \$21.50 per hour, based on a Census Bureau pay schedule.

Being a part of the Census 2000 mobilization is a great opportunity to give something back to the nation. Individuals interested in applying for employment with the Census Bureau should call toll free, 1-888-325-7733. Additional information about Census 2000 can be found at the Census Bureau's recruiting web site <http://www.census.gov/jobs2000>. This site contains information about how to apply for employment, job qualifications, job descriptions, Frequently Asked Questions about Census 2000 employment and more.

*For further information, contact Ms. Patricia Harris-Harrison, Personnel Services Directorate, WHS, HRSC, 703/617-7118, or [harrip@osd.pentagon.mil](mailto:harrip@osd.pentagon.mil).*

“

*Results! Why, man, I have  
Gotten a lot of results.  
I know several thousand  
Things that won't work.*

—Thomas A. Edison

”



## EMPLOYMENT VERIFICATION

Verification of employment and payroll is usually required when a person applies for a loan, leases an apartment, or applies for a job. Last year, Washington Headquarters Services (WHS) outsourced employment and pay verification to the TALX Corporation. Until recently, employees telephoned *The Work Number* or *The Work Number for Everyone*, an automated employment and payroll verification program, and by keying in specific information (name, social security number, a pin number, and 10365 [the company code for DoD]) obtained an access code. The employee then gave that code to the lender who could access only payroll and employment data contained in the Defense Civilian Personnel Data System.

This process recently changed. Employment verification can now be done on the Internet at [www.theworknumber.com](http://www.theworknumber.com), or by telephone.

Pin numbers are the month and date of birth, i.e., 0603 for June 3. These can be changed via the Internet. To give you an update on this program, a list of Frequently Asked Questions follows:

### Q. What is *The Work Number*?

A. *The Work Number* is an automated service providing access to the nation's largest multi-employer database of payroll records. This database is used by individuals who need to verify a



### Employee Information

person's employment status and sometimes, his or her salary as well. Typically, verifications are required when a person applies for a loan, leases an apartment or applies for a job. Large employers field numerous calls from people requesting verification of employment for the company's current and former employees. Many large employers have chosen to outsource the employment verification process to TALX via *The Work Number* rather than accept the cost and burden of processing these requests manually. When a company outsources employment verification to TALX, it provides *The Work Number* database with its payroll records.

### Q. Can anyone use *The Work Number*?

A. *The Work Number* provides verifications of a person's employ-

ment and salary to:

- Mortgage companies and other lenders processing loan applications
- Property managers evaluating lease applications
- Government agencies processing public assistance applications
- Recruiters performing background checks on job applicants

### Q. How do I get my company's payroll data added to *The Work Number* database?

A. TALX prefers employers to supply data using some electronic means such as modem-to-modem connection or the Internet. Employers can also supply data by sending magnetic tape, a CD ROM, or (for smaller employers) diskettes.

### Q. How often is *The Work Number* database updated?

A. Each employer whose records make up the database sends data each pay period.

### Q. What do lenders and other verifiers think about *The Work Number*?

A. *The Work Number* is becoming a well-known service in lending communities. People like it because it's fast and accurate. According to Juli England, national director of underwriting for Countrywide Home Loans, Inc., "It's very predictable, and a very secure way of getting employment and income verification."

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**Q. How much does a verifier pay to access the data?**

- A. Lenders and other verifiers typically pay less than \$10 per verification. This is a nominal fee considering the information is detailed and delivered instantly. Lenders view the service as a real value especially when compared with other "rush" services in today's business world such as overnight deliveries.

**Q. How do verifiers get the information?**

- A. Verifiers who wish to be billed by their phone company call 1-900-555-WORK. They are charged a nominal fee per minute for the call. Verifiers who wish to be billed a flat fee per transaction by TALX, call 1-800-996-7566 to become a member verifier. Member Verifiers have the option of calling a toll-free phone line or using the Internet to perform verifications.

**Q. How long does it take an employer to implement *The Work Number*, thereby, outsourcing employment verification to TALX?**

- A. Employers can outsource employment verification to TALX in 30-, 45- or 60-day implementation schedules with TALX performing the majority of the work.

**Q. What kinds of security measures are in place to ensure against misuse of data?**

- A. The process has been reviewed by many data security experts and numerous security measures

are in place. For example, the verifier must have a salary key (previously referred to as an authorization code) to access salary information, and this salary key can only be provided by the employee. Also, the salary keys are randomly generated and can be used only once. If the key is not used within a period of time, it expires, and cannot be used.

**Q. What kind of customer service support does TALX provide clients of *The Work Number*?**

- A. TALX customer service staff provides assistance to employers, employees, and verifiers Monday through Friday from 7 a.m. to 8 p.m. CST. The customer service hotline is 1-800-9-WORK-NO. Users can also visit the TALX web site: [www.theworknumber.com](http://www.theworknumber.com).

## Save Your Safeway and Giant Receipts

For many years, DoD employees have been collecting their retail food receipts from Safeway and Giant for the OSD Partnership in Education Program (PIE). This program benefits the students at John Tyler Elementary School in southeast Washington, DC. Through this program, Pentagon employees have helped provide the students at John Tyler with computers, books, athletic equipment, and other supplies.

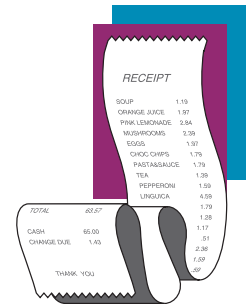
This year, Safeway has made it even easier for people to earn credit towards free educational and athletic equipment and other related items for their favorite schools. Safeway shoppers only need to register their name and Safeway Club Card Number with their organization's PIE representative. This new process won't

interfere with any credits one is already earning toward other Safeway shopping promo-

tions. You may even divide your credits among several schools – up to four schools of your choice. It's easy, and every little bit adds up.

Giant shoppers are asked to continue collecting their receipts as part of the *Apples for the Students Plus* program and to give them to your organization's PIE representative.

***If you have any questions, or need further information, please call the Partnership in Education Coordinator, Captain Eric Davis at 703/588-0445.***





### DLAMP

## DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM

As the DLAMP evolves, policies are being created, clarified, and modified. Clarification of what "good standing" means is defined as follows:

### **Policy on Good Standing**

A DLAMP participant is considered in good standing if s/he:

- ✧ Has successfully completed the Individual Development Plan (IDP) activities identified for that year; and
- ✧ Has no adverse suitability determinations (5 CFR 731:202(b); and
- ✧ Receives a minimum performance appraisal of "pass" or "fully successful," or the equivalent, for the period covered by the most recent annual review; and
- ✧ Meets the standards of good conduct in the program; and
- ✧ Completes at least the minimum level of required annual activity, as noted in next column.

The period of "good standing" is May 1, 1999 through April 30, 2000. The minimum levels of annual activity required to remain in good standing are:

- ✧ Completion of at least two DLAMP graduate-level courses; or
- ✧ Professional Military Education; or
- ✧ Rotational assignment; or
- ✧ Component or occupation-specific development requirement; or
- ✧ Some reasonable combination of the above, as determined by the Component Board, with approval from the DoD DLAMP Office.

Both the Component Board and the DoD DLAMP Office may remove a participant from the program for failure to meet the requirements described above. In addition, Components may recommend to the DLAMP Office that good standing requirement(s) be waived for specific participants for a given year on a case-by-case basis.

*For further information, contact Ms. Reene Carrington at 703/617-0620, Work Force Development Office, WHS, HRSC.*



## THE SUMMER EMPLOYMENT PROGRAM

The Summer Employment Program for the Office of the Secretary of Defense begins May 15, 2000 and ends September 30, 2000. Applications will be accepted for GS-2 through GS-4 positions (clerical and non-clerical), and GS-5/7/9 intern positions under this program.

To apply for these summer positions, a Job Opportunity Announcement (JOA) will be posted on the Personnel Services Division web site, <http://www.hrsc.psd.whs.pentagon.mil>, from December 27, 1999, through January 28, 2000. Only properly formatted resumes will be accepted.

Summer vacancies for all other Federal agencies are listed on the U.S. Office of Personnel Management's web site at <http://www.usajobs.opm.gov>.

## ⚡ ATTENTION! ⚡

If you have a change of address  
call us ASAP.

See page 2 for details.

## President Clinton Directs Federal Agencies to Step Up Efforts to Recruit and Hire People with Disabilities

On October 16, 1999, President Clinton directed Federal agencies to increase their recruitment efforts in hiring individuals with disabilities. The President wants the Federal government to serve as a role model in the area of workforce diversity. Related to this initiative, the Office of Personnel Management (OPM) has released two guides. The first guide, entitled *Accessing Opportunities: The Plan for Employment of People with Disabilities in the Federal Government*, serves as a framework for Federal departments and agencies to use in creating strategies and initiatives to recruit, hire, develop, and retain more persons with disabilities. *People with Disabilities in the Federal Government: An Employment Guide* is the second source guide. This document provides guidance, information, and references to aid Federal employers in their efforts to hire and advance employees with disabilities. It outlines the employment processes involved and resources available for employing individuals with disabilities.

Both guides are available through OPM's web site: <http://www.opm.gov/employ/disabilities>. Other formats such as large print, Braille, audio cassette, and computer disk can be obtained by contacting Mr. Paul Robinson, Acting Director, OPM Diversity Office, 202/606-1059 or TDD 202/606-0023.

### THE 1999 DoD Awards Ceremony for People with Disabilities

The 1999 DoD Awards Ceremony was held on October 13 in the Pentagon Auditorium honoring the valuable contributions of employees with disabilities employed in the DoD components. The program was hosted by the Honorable Rudy de Leon, the Under Secretary of Defense for Personnel and Readiness. The keynote speaker was Ms. Marcia Bristo, the Chairperson for the National Council on Disability.

This year's recipients included:

Douglas E. Anderson,  
Uniformed Services  
University of the  
Health Sciences

Ivan Q. Bryan, Jr.,  
National Guard  
Bureau

Janet M. Clay, Defense Security Service

Paul S. Cuesta, Defense Finance and  
Accounting Service

Mark W. Gaddis, Department of the  
Air Force

Nancy H. Gause, Department of the  
Army

Duane P. Halliburton, Defense Informa-  
tion Systems Agency

Linda A. Higgins, Department of the  
Navy



Brenda K. Moore, Defense Logistics  
Agency

Shelley (Sombo) Phanngam,  
Defense Contract Audit Agency

James A. Ribardo, Defense Commis-  
sary Agency

Jacqueline R. Rollins, Department of  
Defense Education Activity

Vivien K. Silber, Washington Head-  
quarters Services/Office of the  
Secretary of Defense

Phillip R. Sims, Army and Air Force  
Exchange Service

Yvonne O. Tuttle, National Imagery  
and Mapping Agency

D. Michael Welborn, Office of the  
Inspector General

Also, the DoD Award Program recognized the outstanding accomplishments of three DoD components for their affirmative action programs for people with disabilities during 1999. Those recognized included the Department of the Navy (Best Military Department); Defense Logistics Agency (Best Mid-Size Component); and Defense Security Service (Best Small Component).

**For further information, contact Ms. Denise Michel, OSD/WHS, Program Manager for People with Disabilities at 703/617-7144.**



## Employee Development and Training

Training promotes efficiency and economy within the operation of the Federal government and is authorized by the Government Employees Training Act of 1958. The Act creates the framework for agency heads to plan, develop, establish, implement, evaluate, and fund training and development programs designed to improve both employee and organizational performance. The Act's authority to incur expenses associated with training is intentionally broad and flexible, to enable agencies to train their employees, as needed.

Training is critical in developing and maintaining a proficient workforce so the OSD/WHs serviced population can accomplish its mission, provide national and international leadership, and efficiently and effectively react to diverse constituent needs, a shrinking Federal workforce, and changing budgets and programs.

The OSD/WHs workforce is diverse and includes employees in all phases of their careers, from entry-level to expert, who are in supervisory and managerial positions, to members of the Senior Executive Service (SES). Without training, the competency of the workforce couldn't be maintained. Its ability to respond to current and future demands for improved quality, cost-effectiveness, and productivity would be compromised, and, eventually, public trust would be eroded.

Supervisors determine employees' training needs. Each fiscal year, first-



line supervisors should review with their employees their specific duties and conduct a skills assessment. This assessment identifies the job-related knowledge and skills required which, in turn, determines the training needed.

The Individual Development Plan (IDP) is a good tool for documenting employees' training needs. All training information collected through IDP submissions and other methods is consolidated and included in the OSD/WHs training budget. When the Work Force Development Office receives its annual training budget, organizational training requests previously

received are reviewed and funded in line with the approved budget.

The OSD/WHs Work Force Development Office offers its employees a wide range of training options to promote individual professional growth, program efficiency, and organizational effectiveness. Training opportunities occur in a variety of settings, from informal working sessions and meetings to formal classroom instruction. Some basic courses are self-study or taught locally using multi-media resources, such as books, videos, and CD-ROMs available from the Learning Resource Center (LRC). The LRC is located on the second floor of the AMC Building. Call 703/617-7277, for a listing of available resource titles in the Center.

Many business management and leadership courses are offered through Office of Personnel Management's Eastern and Western Management Development Centers, the Federal Executive Institute, and the USDA Graduate School. Colleges and universities are often the source of advanced and highly technical training. Private contractors and consultants are also good sources of training, providing both off-the-shelf and customized instruction.

*For further information about the education, training, and development opportunities and policies, visit the HRSC web page at <http://hrsc.psd.whs.pentagon.mil/> and click on [Work Force Development](#).*

*(Prepared by Mr. Jim Flaggert, Assistant Director, Work Force Development Office, WHS, HRSC, 703/617-7912.)*



## NOTICE TO EMPLOYEES REGARDING FEGLI

### Change in Payment of Life Insurance Benefits

A change in the way benefits are paid out under the Federal Employees' Group Life Insurance (FEGLI) Program has occurred. FEGLI law sets the order of precedence for payment of benefits following the death of an insured employee. First in the order of precedence was the designated beneficiary, that is, until now.

Previously, there was no statutory limitation on how and when changes to beneficiary designations were made. In the past, when a court order required an individual insured under the FEGLI Program to name his/her children or former spouse as the beneficiary, the individual may or may not have complied. This action, while in violation of the court order, did not violate FEGLI law.

A new law (Public Law 105-205) dated July 22, 1998 now affects the way life insurance benefits are paid out, if a court order is involved. Because of this new law, benefits will be paid in accordance with the terms of a decree of divorce, annulment, legal separation, court order, or court-approved property settlement agreement, regardless of whether the insured employee actually completed a beneficiary designation in compliance with the court order.

The court order supersedes any prior designation of beneficiary on file. It remains in effect until the court order is changed, or the person

named in the court order agrees in writing to a change. Public Law 105-205 has made the court order first in the order of precedence over the designated beneficiary. This new law does not honor any court order dated before July 22, 1998.

The insured employee, the ex-spouse, or the attorney of the ex-spouse can submit the court order. It doesn't matter who submits it. The critical point is that a certified copy of any court order be sent to the HRSC for filing in the employee's Official Personnel Folder (OPF).

*If you have questions regarding this new law, contact your servicing Benefits Specialist at the HRSC. (See page 16 for a listing of Benefits Specialists.)*

### Health Benefits Open Season Extended Through 12/31/99

Because offices did not receive the Federal Employment Health Benefits (FEHB) forms until the end of November, the Health Benefits Open Season is being extended through December 31, 1999. Please take a few minutes to review the Open Season materials you received so that you can make an informed decision about the health plan best for you.

### The Health Benefits Open Season Web Site

Open Season information can be obtained through the HRSC home page <http://hrsc.psd.whs.pentagon.mil/>. Click on Employee Benefits Information and then click on Health Benefits, General Information. You will go directly to the OPM web site. This site contains complete information and all brochures to help employees make the best decision about the health plan for them. The direct URL is <http://www.opm.gov/insure/>. There is also an area entitled *Help Me Choose a Plan*. This site has been tested extensively. It will be helpful to employees in selecting a plan when there are specific personal factors to be considered.

### ❧ REMINDER! ❧

If you made a change during the Federal Employees Health Benefits (FEHB) Open Season, it will be effective on January 2, 2000. This change will be reflected in your January 21 paycheck. Review your Leave and Earnings Statement (LES) to be sure that the correct FEHB deduction was made. If you find a discrepancy or have any questions, please contact your Administrative Officer or a Benefits Specialist at the Human Resource Services Center, HRSC, 703/617-7127.

## REMINDER

# If Your Health Plan Will Not Be Participating in the 2000 Open Season

In recent media coverage about the Federal Employees Health Benefits (FEHB) program, the following was written, "If your 1999 health plan is leaving the Federal health program at the end of the year, you will be enrolled automatically in the Blue Cross-Blue Shield standard option plan for next year, if you do nothing." **This is wrong.** The Office of Personnel Management's (OPM) guidance on this issue is provided in Benefits Administration Letter (BAL), 99-411, covering employees in terminating plans or in terminating codes and their choice of a new health plan during an Open Season.

**If employees in health plans terminating in 1999 do not choose a new plan, they will not have ANY coverage next year.** Each Administrative Office and Customer Service Unit (CSU) was sent an electronic copy of the BAL, 99-411. Attachment 1 of the BAL provides a listing of all plans dropping out of the FEHB program. Representatives of the health plans leaving the FEHB program will be contacting employees affected by this change as will the HRSC Benefits Specialists.

*If you have any questions, contact your Benefits Specialist at 703/617-7127 for help and information.*

**REMEMBER:** The final decision about your choice of health benefits rests with you!



## THRIFT SAVINGS PLAN OPEN SEASON

The Thrift Savings Plan (TSP) Open Season began on November 15, 1999, and ends January 31, 2000. During the Open Season, employees may begin making contributions to the TSP, change the amount of their contributions, or change the way the contributions are distributed among the C, F, and G Funds.

To make an Open Season election, send your completed Election Form TSP-1, to the Washington Headquarters Service (WHS), Human Resource Services Center (HRSC), Room 2S32, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001. Forms may also be sent directly to your Adminis-

trative Office, Customer Support Operating Office (CSOO), or Customer Service Unit (CSU). The TSP-1 is available in your Administrative Office, CSOO, CSU or the HRSC. It can also be found on the TSP web site ([www.tsp.gov](http://www.tsp.gov)). All TSP-1 Forms must be received by close of business January 31, 2000, or be postmarked by that date, if mailed.

NOTE: For 2000, the IRS has announced that the annual limit on elective deferrals will be increased to \$10,500. This will directly impact those employees in the Federal Employees Retirement System (FERS) whose annual basic pay exceeds \$105,000 per year, and who contribute 10% of their pay to FERS.

*For detailed information about the TSP, visit the web site, or contact your Benefits Specialist at the HRSC at 703/ 617-7127.*

## Groundhog Shadow Day

Once again, America's Promise, together the National School-to-Work Office, Junior Achievement, and The American Society of Association Executives is sponsoring Groundhog Shadow Day on February 2, 2000. A memorandum from the Secretary of Defense was distributed on October 6, 1999 encouraging all service members and employees of the Department of Defense to participate.

The OSD Partnership in Education (PIE) Council is looking for volunteers willing to spend part of their day, on February 2, with a student from John Tyler Elementary. Students will shadow you at work to make a connection between academics and careers and to make their school experiences more relevant. To learn more about the pro-

gram and to volunteer, contact your organization's PIE Council representative, or visit the web site at <http://www.jobshadow.org>, or call Captain Eric Davis at 703/588-0445.

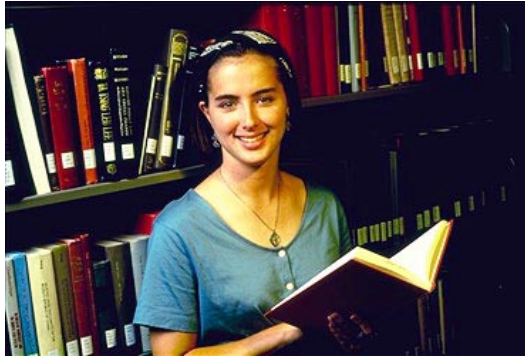


## The Learning Resource Center Expands Its Holdings

The Learning Resource Center (LRC) has recently acquired additional training materials on a variety of subjects. These latest acquisitions increase to over 1,000 the number of resource materials available for employee use. These materials include video and audiocassettes, books, assessment instruments, and computer-based training resources. A broad range of topics are covered – leadership and management, team building, communication, customer service, personal success and many more.

Within the LRC you'll find:

- ✍ An extensive tape collection of business book summaries by nationally known authors, who are experts in their fields. These tapes provide a convenient way for busy professionals to obtain critical information.
- ✍ Videotapes of previously aired satellite broadcasts. These may be viewed at the LRC, which is the point-of-contact for information about future satellite broadcasts and viewing locations.
- ✍ A meeting room, available for small groups to come together to use LRC training and education materials.
- ✍ A television equipped with a VCR and headphones for viewing videocassettes.
- ✍ Computer terminals for computer-based training. The LRC



offers computer-based tutorials of the entire Microsoft Office Suite for individuals or groups interested in honing their computer skills. Other courses are also available on diskettes and CD-ROMs.

- ✍ Need help locating a seminar, workshop or training class? The LRC can assist you in finding what you need. The Center continuously receives information on new offerings from a variety of sources. Stop by the Center to acquaint yourself with what's available. You may also telephone the Center to inquire about specific course offerings. The LRC reaffirms its commitment to assist all employees in acquiring those skills needed to improve their job performance and enhance their careers.

*For further information, contact Ms. Melanie Khorashi at 703/617-7277. The LRC is part of the Work Force Development Office.*

**Special Note: Watch for upcoming events sponsored by the LRC including "brown bag" and other informational sessions.**

## Summer Employment Programs for 2000

### Hispanic Association of Colleges and Universities (HACU)

The Office of Secretary Defense participates in the Hispanic Association of Colleges and Universities (HACU) Summer Intern Program. This program is an integral part of a partnership agreement established between the HACU and the Secretary of Defense to increase employment and research opportunities for students at Hispanic member colleges and universities. It is hoped that this initiative will encourage more Hispanic students to pursue science and technology careers in government.

Recruitment for these interns will be initiated through a memorandum forwarded to all the Administrative Officers of WHS-served organizations at the end of December 1999. The Officers will be asked to identify their interest and need for HACU interns this summer.

### Minority Institute Faculty Fellows (MIFF) Program

The Minority Institute Faculty Fellows (MIFF) Program provides opportunities for full-time professors at minority institutions to experience the challenges and opportunities of working for the Federal government. Faculty fellows perform tasks in functional areas where organizational programs and subject matter are

*Continued on Page 13*



Continued from Page 12

compatible with their degree fields. These areas include, but are not limited to, the physical or natural sciences; engineering; political science with emphasis in international relations; economics; law; public administration; mathematics; statistics; computer science; business administration; manpower/personnel management; and labor relations.

To apply for a MIFF position, a Job Opportunity Announcement (JOA) will be posted on the Personnel Services Division web site, <http://www.hrsc.osd.mil>, from December 27, 1999, through January 28, 2000. Only properly formatted resumes will be accepted.

### National Association for Equal Opportunity in Higher Education (NAFEO)

This internship program is designed to provide talented students with the opportunity to work in government and quasi-government agencies for the summer. While participating in this program, the students meet and interact with government executives and senior staff officers, and engage in meaningful learning-work experiences. In return, the students' campus-based learning is enhanced and Federal agencies get exposed to a culturally diverse group of college students. The length of this program is 10 weeks, starting June 1 and ending August 12, 2000.

Recruitment for these interns will be initiated through a memorandum

forwarded to all the Administrative Officers of WHS-served organizations at the end of December 1999. The Officers will be asked to identify their interest and need for NAFEO interns during the summer.

*For information about the programs described, contact Ms. Flessiha Ray, Program Manager, Special Employment Programs, Personnel Services Division, HRSC, 703/617-7150.*

“

*Here is the test to find  
Whether your mission  
On Earth is finished:  
If you're alive, it isn't.*

—Earl Wilson

”

## Tutoring and Mentoring Continues at John Tyler Elementary

The OSD Partnership in Education (PIE) program currently has 14 regular volunteers who tutor students at John Tyler each Wednesday from 1100 – noon. Each tutor works with the 2 children (1 on 1 for 30 minutes each) on their reading skills. This is part of the school's *Success for All* reading program. This year, the program is more structured than in years past. However, tutors, students, and faculty all report favorable experience with this new program. One of the tutors recently remarked that “her students have already improved significantly after only two sessions!”

The PIE Council continues to recruit mentors and tutors for the *Success for All* program. Transportation to and from the Pentagon to John Tyler is provided on Wednesdays. The van departs at 1040 for the 1100 – noon tutoring session.



If you would like to volunteer for this personally enriching program, but can't because of a Wednesday conflict, call Captain Eric Davis at 703/588-0445 to discuss alternatives.

While the school's program coordinator doesn't want to discourage volunteers, it's critical that consideration be given to one's ability to meet this weekly commitment. You should feel confident that you could make more tutoring sessions than you'd miss. Student-tutor continuity is critical to the success of this program.



*March 31, 2000 Deadline*

## FEEA Scholarship Program Kicks Off Earlier

The Federal Employee Education and Assistance Fund (FEEA) announces the 2000-01 Merit Scholarship Competition for civilian Federal employees and their dependents. FEEA's program has helped thousands in the Federal community pursue their dreams of a college education, providing over \$2.3 million in scholarships since 1986.

Those applying for FEEA scholarships are required to: 1) have at least a 3.0 cumulative grade point average on a 4.0 scale; 2) prepare a two-page essay on "Why is Public Service Important to America?"; 3) submit a list of character references/recommendations; and 4) provide a listing of community service activities and awards.

The scholarship awards are for one academic year for students attending accredited post-secondary institutions. All applicants must be at least college freshman for the school year beginning fall 2000. **All applications must be sent to FEEA and postmarked by March 31, 2000.**

To obtain a scholarship application and complete eligibility requirements, send a self-addressed stamped envelope to: FEEA Scholarships, 8441 W. Bowles Avenue, Suite

### *Presidential Management Intern (PMI) Program*

## 1,533 Apply for the 2000 PMI Program

The Office of Personnel Management (OPM) received 1,533 applications for the 2000 Presidential Management Intern (PMI) Program. The cutoff date for receipt of applications was October 31, 1999.



During January and February 2000, the PMI applicants will participate in OPM's assessment center process. Applicants choose the assessment center closest to their home or school from among 23 centers nationwide. At these daylong sessions, applicants are evaluated on the basis of an individual presentation, a group discussion, and a writing exercise.

After the assessment center process is completed, OPM announces the names of the PMI finalists in late March and holds a PMI Job Fair in Washington, DC, in mid April. The Job Fair gives Federal agency representatives and PMI finalists the opportunity to meet face-to-face to discuss placement opportunities. Up to 400 PMI finalists can be selected in a given year for agency placement. However, all finalists must be placed by December 31 of each year. PMI finalists interested in OSD's PMI Program undergo an additional screening and selection process.

*For more information about the OSD PMI Program, contact Ms. Carol Ryson, PMI Program Coordinator, at 703/617-7941 or e-mail to: [rysonc@osd.pentagon.mil](mailto:rysonc@osd.pentagon.mil).*

200, Littleton, CO 80123-9501. A scholarship application can be downloaded from FEEA's web site at <http://www.feea.org>.

A total of 417 Federal employees and dependents were awarded over \$257,000 in merit scholarships from FEEA for the 1999-2000 school year. Scholarships, ranging from \$300 to \$1,500, were funded primarily through Combined Federal Campaign donations to FEEA. The Blue Cross/Blue Shield Federal Employee Program and 24 local Blue Cross/

Blue Shield Plans sponsored 103 of the 417 awarded FEEA scholarships. A complete list of 1999-2000 winners can be found on the FEEA web site, starting on page 4 of *Helping Hand*, FEEA's newsletter.

*For further information, contact Ms. Kate Swiencki, the FEEA Washington representative at 202/708-4909 or [KateFEEA@aol.com](mailto:KateFEEA@aol.com).*

**See FEEA story on  
page 15**

## BECAUSE CIVILIAN FEDERAL EMPLOYEES CARE

### FEEA'S Emergency Assistance Program is There

A spouse abandons the family with the utility bills mounting and children to feed and clothe. A parent becomes chronically ill, and the daughter has to take leave without pay to provide care. A family of six seeks temporary shelter, clothes and food after a fire destroys their home.

The (formerly) always-reliable car breaks down one day, and unexpected repair bills must be paid immediately.

Years ago, civilian Federal employees facing situations described above often

had nowhere to turn for help. The guidelines of many private agencies forced them to deny assistance to those employed, in order to stretch limited resources. Also, individuals who are most affected by unforeseen emergencies are typically unable to secure a loan from a bank or other lending institution.

In 1986, union and management Federal employees working together founded the Federal Employee Education and Assistance (FEEA) Fund. It's a safety net for Federal workers. It's the civilian equivalent of the military relief agency. It provides civilian Federal employees with a place to go to when experiencing financial setbacks resulting from unforeseen personal emergencies.



*"Everyone needs a little extra help now and then, and Federal employees are no exception..."*

FEEA is a non-governmental, non-profit agency with the sole mission of helping all civilian Federal employees with emergency and educational financial assistance. During the past 14 years, FEEA has helped thousands of civilian Federal employees in all 50 states, Washington, DC, and overseas, providing over \$2.1 million in financial assistance.

FEEA is funded primarily by Federal employee contributions through the Combined Federal Campaign. The organization's motto is, "FEEA is Federal Employees Helping Federal

Employees."

"Everyone needs a little extra help now and then, and Federal employees are no exception," said FEEA's Executive Director, Steve Bauer. Mr. Bauer himself is a retired Federal employee with 25 years of service between the Social Security Administration and the Department of Defense. "Stressful events and related financial setbacks negatively impact work, family relations, and other areas of a person's life. FEEA provides immediate help to those who qualify, in order to repair their quality of life. The help received also enables them to continue doing what they do best — serving the public in their jobs as Federal employees."

FEEA also provides grants and no-interest loans to help Federal families affected by natural disasters, such as floods, tornadoes and hurricanes.

No-interest loans of up to \$600 can be repaid over the course of a year through payroll deduction. Grants do not have to be repaid.

***For more information about FEEA or to obtain an emergency assistance application, call toll-free (800) 323-4140. Or, download an application for emergency assistance from FEEA's web site at <http://www.feea.org>.***

Some instances where FEEA's Emergency Assistance Program has helped Defense employees:

- ✦ FEEA gave assistance for rent to a single GS-8 employee with one child, whose child support payments stopped.
- ✦ FEEA had natural gas reconnected for a GS-6 employee whose wife hadn't been able to work full-time because of illness. They have two young sons.
- ✦ FEEA helped an employee with the rent payment when extensive LWOP was necessary to stay at home and care for her newborn child with medical problems. She is a GS-4 employee, single with two other children.
- ✦ FEEA stopped an employee from being evicted when she fell behind in her rent after paying for extensive car repair bills. She is a GS-8 employee with two children.

## Your Benefits

# Did You **KNOW** That...

- The taxable limit set by the Internal Revenue Service for employee contributions in 2000 is \$10,500.
- You should review your Leave and Earnings Statement (LES) regularly to ensure that the correct deductions are being taken out, in a timely manner. This is especially important when you make changes to your benefits - FEHB, FEGLI, and TSP.
- If you die as an employee, your spouse and dependent children may be entitled to a survivor benefit.
- A Designation of Beneficiary for Retirement is only applicable if there is no one eligible to receive a monthly survivor benefit.
- A Designation of Beneficiary for Unpaid Compensation (final paycheck, lump sum leave, etc.) is not valid when you transfer to another agency.
- Eligibility to apply for disability retirement under the Civil Service Retirement System (CSRS) is 5 years of creditable civilian service. Under the Federal Employees Retirement System (FERS), it's only 18 months of creditable civilian service.
- When you complete a TSP-1 Form to change your allocations to the different TSP funds, it only affects future contributions. An Interfund Transfer Form must be completed to change the allocations for money already in your account. You can do this by visiting the TSP web site, <http://www.tsp.gov>, or by completing a TSP 30 Form and forwarding it directly to the TSP Service Office. This address is on the form.
- If you are a FERS employee, you must make a deposit for Post 56 military service in order to receive credit. It does not matter when the military service was performed.

• Please call or e-mail your servicing Benefits Specialist for further information about the above facts and to get answers to your other benefits questions or concerns. To be connected with your Benefits Specialist, call 703/617-7127.

E-mail addresses for the Benefits Specialists are:

Theresa Brown	brownthe@osd.pentagon.mil
Michaelene Campbell	campbm@osd.pentagon.mil
Bernadette Green	greenb@osd.pentagon.mil
Erin Hayes	hayes@osd.pentagon.mil
Gloria Johnson	johnsgl@osd.pentagon.mil
Ardine Marie	mariea@osd.pentagon.mil
Lillie Talcott	talcol@osd.pentagon.mil
Steve Whittaker	whitts@osd.pentagon.mil

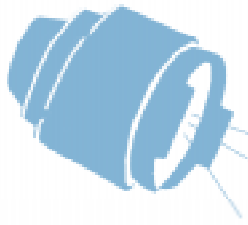
## Monthly Benefits Briefings at the AMC Building

Benefits briefings are held on the last Wednesday of each month from 10-11:00 a.m. at the AMC Building, Room 2C55, 5001 Eisenhower Avenue, Alexandria, VA. The next briefing will be held January 26, 2000. At each briefing, a Benefits Specialist talks about health and life insurance, the Thrift Savings Plan, deposit/redeposit service, Service Computation Dates, creditable service, the Leave and Earnings Statement, and the Official Personnel Folder (OPF). To reserve a seat, call 703/617-7127.

These briefings are important to employees who are new to the Federal government and for those transferring into organizations serviced by the Human Resource Services Center (HRSC).

The AMC Building can be reached by DoD bus service from the Pentagon, Bus 14A (beginning at 8:30 a.m. and scheduled every 20 minutes), or by the Metro (Blue line to the Van Dorn Street Station). If you drive, there are several HRSC parking spaces available as well as visitor parking. Commercial parking is available for a nominal fee if visitor parking is filled.





## Spotlight on Diversity

### The First Americans: A Diversity of Peoples and Cultures

National American Indian Heritage Month is officially celebrated in November. This is when exhibits about Native American history, culture, and achievements are displayed in the Pentagon and at other Department of Defense locations. The exhibits, however, fail to capture the enormous ethnic and cultural diversity of these first Americans. It's troubling to hear some people regard American Indians as a monolithic group just as people often do with Latin Americans, Asians, African Americans, or European Americans. Such a myopic view of people is reflected in the comment "they all look alike."

But, is there such a person as a "generic" American Indian?

Before Columbus arrived on these shores in 1492, 3 to 5 million indigenous people lived in North America. By 1850, only 250,000 had survived the disastrous encounters with the Europeans. Today, almost 2 million American Indians and Alaskan Natives live in the United States representing more than 500 different cultural communities. These communities are recognized as sovereign entities by the Federal government. In addition, there are an estimated 250

Native groups that are not recognized by the Federal government. Interestingly, most Native Americans identify with their particular ancestral community first, and as American Indians second.



Regardless of the stereotypes, there is great diversity among the American Indian. There is no one Indian culture, even though many Indians share cultural beliefs or practices. Each cultural community has its own language, customs, religion, economy, history, and environment. Communities range from the very traditional, whose members speak their indigenous language at home, to the acculturated, whose members speak English as their first language.

Each tribe's traditions – dress, dwelling place, and way of life – were greatly influenced by the

climate and landscape where that tribe lived. Each group had its own name for the creator and the other powerful spirits that guided their lives. Tribal philosophies were as different as the places they lived: oceans, deserts, prairies, wetlands, and mountains. It's no wonder the Apache leader, Geronimo, died a broken man after being banished from his beloved ancestral lands in the Chiricahua Mountains of Arizona. He barely survived the few years he was forced to live in the mosquito-infested wetlands of Florida. Finally, when he was moved again to the prairies of Oklahoma, where he lived out his last days, he continued to have an unbearable longing to see his homeland.

Stereotypes of Indians as noble savages or alcoholics living on reservations still persist. Such views lead people either to fear Indians unreasonably or to consider them inferior. Today, Indians are further stereotyped as being rich because some tribes now own casinos. The reality, however, is that only a few tribes own such money-producing enterprises. About 22 percent of the Indians still live on isolated reservations with high levels of unemployment. Almost 50 percent live in urban areas.

Stereotypes deny individuality. They hide reality by making everyone from a particular group seem like a

*Continued on Page 19*



## Upcoming Executive Seminars

The following executive seminars designed for Senior Executive Service (SES), Senior Level, Scientific and Professional members, and General and Flag Officers will be held in the coming months:

### VIRTUAL LEADERSHIP: KEEPING THE PERSONAL TOUCH IN A TECHNOLOGICAL WORLD

*January 13-14, 2000*

*Catalyst Consulting Team/George Mason University, Main Campus, Robinson A Building, Fairfax, VA*

This seminar will help leaders learn how to create a shared vision and direction that will make their management more effective and concurrently, encourage focused individual, team, or group performance. The best practices of e-mail and audio/

### NEWS FROM THE SES EDUCATION AND TRAINING OFFICE

The next APEX Orientation Training Program will be held March 5-17, 2000.

video conferencing will be reviewed to help participants leverage these tools and technologies for improving organizational performance. This program will help participants expand their management skills and technical awareness to increase meaningful contact with staffs and colleagues across geographical areas and time zones.



### EXPANDING YOUR LEADERSHIP EFFECTIVENESS IN THE FACE OF CHANGE

*January 19-20, 2000*

*International Training and Development Associates, WHS Training Center, Human Resource Services Center, AMC Building, Room 2N47A, 5001 Eisenhower Avenue, Alexandria, VA*

Dynamic organizations are characterized by change. Your ability to be effective and to assist others in becoming effective is a measure of your leadership capacity. Those influenced by you reflect your success with change. This 2-day training program is about becoming a more effective leader. The program will provide you with the tools needed for improving outcomes and deriving greater satisfaction from the tasks you're asked to perform.



### PRESENTATION SECRETS OF THE INFLUENTIAL

*January 26-27, 2000*

*CI International, LLC, WHS Training Center, Human Resource Services Center, AMC Building, Room 2N47A, 5001 Eisenhower Avenue, Alexandria, VA*

The most important skill in leadership today is the ability to communicate powerfully, concisely, and effectively. Your ability to speak so others listen will improve with practice and intense individualized coaching. This course is about learning the principles of communication and skillfully using this ability to lead others. This 2-day seminar will enhance your ability to project confidence and professional competence.



### HOW TO MEET THE MEDIA—AND SURVIVE

*February 10, 2000*

*MPRI, WHS Training Center, Human Resource Services Center, AMC Building, Room 2N47A, 5001 Eisenhower Avenue, Alexandria, VA*

Senior executives will examine the role of the media, issues management, and the formulation of copy points that can be used as messages for transmittal to appropriate media outlets. Participants will learn how to create messages that achieve

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organizational objectives effectively and favorably. Public affairs in the broadest sense is about the dissemination of information to internal and external audiences, as well as issues management and the analysis of disparate audiences often impacted by those issues.



## PRACTICAL STRATEGIES FOR WORKING WITH CONGRESS

April 12-13, 2000

*McCaffery and Associates, Capitol Hill Suites, 200 C Street, SE, Washington, DC*

Senior executives will develop strategies to deal more effectively with Congress. Areas of concentration include testifying before Congress, working with DoD's Office of Legislative Liaison, and developing a network among key congressional contacts. Participants will utilize a case study approach to probe the ins and outs of working with Congress and to hone their own political knowledge, skills, and abilities.



## CONTRACTORS ON THE FRONT LINE: PRIVATIZING IN PEACE AND WAR

April 19-20, 2000

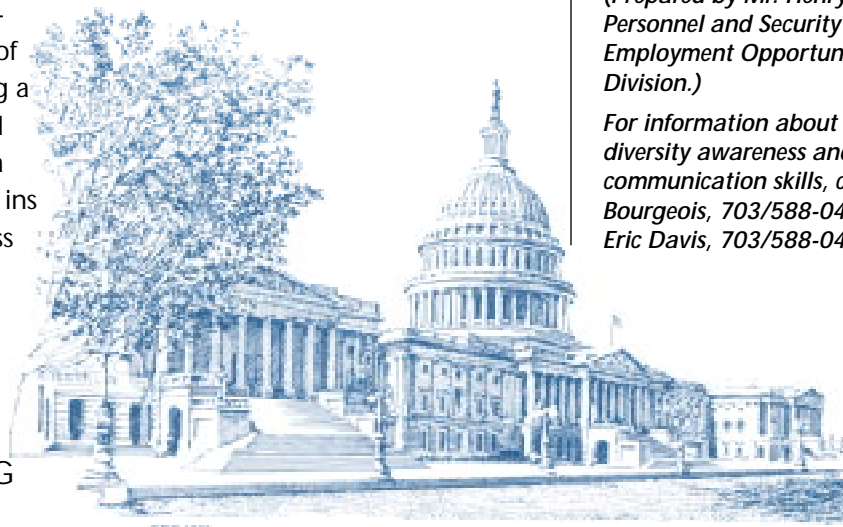
*MPRI, WHS Training Center, Human Resource Services Center, AMC Building, Room 2N47A, 5001 Eisenhower Avenue, Alexandria, VA*

This 2-day seminar on contracting will provide an overview of the World of Government Contracts. How contractors can be successfully incorporated into the operational

planning process will be discussed in depth. Other seminar topics include detailed discussions about types of contracts, functions routinely performed by contractors, and most importantly, how contractors can be fully integrated into the organization's performance team.



*For more detailed information about any of the SES executive seminars, call the SES Education and Training Office, 703/617-7958/7960, or visit the APEX web site at <http://persec.psd.whs.pentagon.mil/APEX/index.htm>*



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caricature of what he or she really is, whether the person is black, white, Asian, Hispanic, or American Indian. A Cherokee might be quite different from a Lakota, who in turn might be very different from a Hopi in the languages spoken, or the dress worn, or the customs practiced, or the environment in which they were reared. While one might be English-speaking and practice pow-wow dancing, the other might be fluent in several Indian or foreign languages. Yet another might have been totally assimilated into the dominant American culture. The idea of a "generic" American Indian is really a figment of our imagination.

*(Prepared by Mr. Henry Bourgeois, WHS/Personnel and Security Directorate, Equal Employment Opportunity Programs Division.)*

*For information about workshops on diversity awareness and intercultural communication skills, contact Mr. Henry Bourgeois, 703/588-0440, or Captain Eric Davis, 703/588-0445.*



# REMINDER!



Deadline for articles to  
appear in the next issue is  
March 10, 2000



(Reprinted by permission from the Senior Beacon of Greater Washington, Inc., P. O. Box 2227, Silver Spring, MD 20915, (301) 608-0700.

A man was driving along the highway and saw a rabbit hopping across the middle of the road. He swerved to avoid hitting the rabbit, but unfortunately the rabbit jumped in front of the car and was hit. The driver, being a sensitive man as well as an animal lover, pulled over to the side of the road and got out to see what had become of the rabbit. Much to his dismay, the rabbit was dead. The driver felt so awful that he began to cry.

A woman driving down the highway saw the man crying on the side of the road and pulled over. She stepped out of her car and asked the man what was wrong. "I feel terrible," he explained. "I accidentally hit this rabbit and killed it." The woman told the man not to worry, that she knew what to do. She went



to her car trunk and pulled out a spray can. She walked over to the limp, dead rabbit and sprayed the contents of the can onto the rabbit.

Miraculously the rabbit came to life, jumped up, waved its paw at the two humans and hopped down the road. Fifty feet away, the rabbit stopped, turned around, waved at the two again, hopped down the

road another 50 feet, turned, waved and hopped another 50 feet.

The man was astonished. He couldn't figure out what substance could be in the woman's spray can. "What did you spray on that rabbit?" he asked. The woman turned the can around so that the man could read the label. It said, "Hair spray restores life to dead hare. Adds permanent wave."

*ha ha ... chortle ... hee hee ... hardy, har, har ... chuckle ... snicker ...*

“

*There is no security on this earth, there is only opportunity.*

—General Douglas MacArthur

”

## FIND IT ONLINE!

### Welcome to **Personnel Hilites**

We are pleased to begin presenting to our employees and customers *Personnel Hilites* on the Internet. It will be delivered in \*.PDF format which requires Adobe Acrobat Reader to read it online. If you don't have this program on your computer, instructions for downloading and installing it will be available to you at the *Personnel Hilites* web site: <http://www.hrsc.osd.mil/Hilites>.

The winter and spring issues of *Personnel Hilites* will be produced in printed format as well as delivered online. A decision will be made mid-year about whether it should be delivered totally electronically, or whether a small quantity should continue to be printed. Reader feedback received during the first six months of 2000 will help us determine the future delivery medium for *Personnel Hilites*.

*Personnel Hilites* is an important

newsletter for communicating human resource information to a diverse DoD population comprised of civilian and military employees. These employees work in professional, administrative, scientific, technical, and blue-collar positions and represent organizations that have different activities, missions, and objectives. *Personnel Hilites* offers current information about benefits, employment, training, new programs, laws and regulations, and much more in each issue.

*Personnel Hilites* is published quarterly by the Personnel and Security Directorate, Washington Headquarters Services. The editor is Ms. Rita Rutsohn. She's located at the AMC Building, 5001 Eisenhower Avenue, Room 2S06, Alexandria, VA 22333-0001 and can be reached via e-mail: [rutsor@osd.pentagon.mil](mailto:rutsor@osd.pentagon.mil)